**Minutes of the Sproughton Parish Council Meeting held via Zoom on Wednesday 9th December 2020 at 7:30pm**

**ATTENDEES:** Councillor Davies, Powell, Curl, Selby, Maxwell and King.

Kirsty Webber (Clerk) R. Jermyn (NP Chair) District Cllr Ric Hardacre

**AGENDA:**

1. **OPENING INCLUDING PUBLIC FORUM**
	1. District Cllr Ric Hardacre updated the Cllrs on a recent meeting with Taylor Wimpey. SPC had met also met with TW and the same topics were discussed.
2. **APOLOGIES**

2.1 Councillor Norman and Combe

1. **COUNCILLORS DECLARATIONS OF INTEREST RELEVANT TO ANY ITEM ON THE AGENDA**

 3.1 All councillors declared an interest in the Wolsey Grange, Pigeon, Hopkins Homes and Sproughton Enterprise Park developments.

1. **CONSIDERATION OF DISPENSATIONS FOR A PECUNIARY INTEREST**

4.1 None Received

1. **MINUTES**
	1. Councillors to consider and approve the minutes of the Parish Council meeting held on 11th November 2020.
		1. These were believed to be factually correct. Cllr Powell proposed, Cllr Curl seconded. All Cllrs agreed the minutes from 11th November 2020
	2. Review of actions from previous minutes
		1. All actions complete.
		2. Kirsty advised the external audit has yet to be completed. This was due to a parishioner raising several questions. Out of the 5 questions, 4 have been answered to the parishioners satisfaction. There is 1 question remaining that the parishioner is not currently satisfied with and SPC is in ongoing talks to get this resolved. The Clerk also advised that due to the questions being raised, there has been a cost involved payable to the external auditor for the investigation of £335 + vat. Which SPC will have to pay alongside the normal external audit costs.
2. **ACTIONS & PROJECTS**

 6.1 Reading Room & Caretakers House Charity Nominative Trustee renewal.

 6.1.1 Cllrs discussed the renewal of the nominated trustee. All Cllrs agreed to Michael Earey continuing being a trustee for another 4 years.

 6.1.2 Action: Clerk to contact the charity to confirm approve the appointment.

6.2 Highways

 6.2.1 Cllr Davies updated Cllrs on the meeting held with Highways regarding an off-route diversion through Sproughton. Highways preferred plan was to use a contraflow system, which would mean a 10 day diversion through the village at night. It was suggested at the meeting that longer overnight diversion hours were put in place to reduce the number of nights needed. Other suggestions were put to Highways including a 20mph speed limit, changing the High Street from a Clearway to a no parking zone during these time as penalties are associated with a Clearway order.

 6.2.2 Action: Clerk to chase Highways England on outstanding actions.

1. **NEIGHBOURHOOD PLAN**

7.1 these updates from planning meeting

1. **Sproughton Working Group**

8.1 Nothing to report.

1. **FINANCE**
	1. Monthly Payments – Councillors to approve this month’s payments

9.1.1 All payments were reviewed by Cllrs. All Cllrs agreed payments. Cllr Davies proposed, Cllr Powell seconded, all Cllrs agreed.

Action: Clerk to review legal fee spend.

9.1.2 Cllr Powell to audit accounts.

* 1. Bank Reconciliation

9.2.1 All Cllrs approved bank reconciliation. Cllr Davies proposed, Cllr Maxwell seconded all Cllrs agreed.

* 1. Grant Request

9.3.1 Cllr Davies advised Cllrs of the proposed grant request from the River Gipping Trust to replace a bridge over the river gipping at Baylham. Cllrs discussed the amount of grant to be given.

Cllr Davies proposed a donation of £500 to be given once work commences. Cllr Powell seconded all Cllrs agreed.

9.3.2 Action: Clerk to notify the RGT.

1. **COVID-19**
	1. Nothing to report.
2. **BURIAL GROUND**

11.1 Memorial Approval

11.1.1 Cllrs discussed the memorial for approval. All Cllrs agreed. Cllr Powell proposed, Cllr Davies seconded, all Cllrs agreed.

1. **REPORTS FROM COMMITTEES AND RELEVANT GROUPS**
	1. Tithe Barn

12.1.1 Update of toilets is still ongoing.

* 1. Allotments

12.2.1 Kirsty advised there is 1 plot that has not been maintained for 2 years, however Kirsty had previously spoken to the occupier who was going to clear and maintain going forward. This is still not happened.

12.2.2 Action: Clerk to inform occupier rent is now due and the plot needs to be cleared by the end of December if not the contract will be terminated.

* 1. Community Shop

12.3.1 Cllr Davies advised that Ros Lavington has been in contact with the Felix Thornley Cobbold Trust, regarding the community space on the Pigeon site. Cllr Davies proposed a meeting is arranged in the new year to discuss this in further detail. Action: Clerk to arrange meeting

* 1. Playing Field Management Committee

12.4.1 Kirsty advised that she has requested the deeds from the Solicitor.

* 1. Children’s Play Area

12.5.1 Cllr Davies had advised she had been in touch with the head of the primary school regarding a presentation for the children to see what they would like in a new play area.

Kirsty advised she had received the form to apply for community grant aid, to go towards a new play area.

* 1. Planning Committee

 12.6.1 As per the planning meeting.

* 1. Beer Festival

 12.7.1 Nothing to report.

1. **The Council shall resolve to exclude the public and press in order to consider confidential matters**

13.1 Cllr Davies proposed to exclude the public & press to consider confidential matters from the meeting. All cllrs agreed the resolution.

1. **TO AGREE TIME, DATE AND PLACE OF NEXT PARISH COUNCIL MEETING**

14.1 Wednesday 13th January 2021 at 19:30

1. **ITEMS FOR NEXT MEETING**

15.1 To be sent to clerk.

1. **AOB**

16.1 Cllr Davies thanked everyone for all their hard work this year and hoped that 2021 will be less challenging for all.

1. **CLOSE OF MEETING**

17.1 Meeting Closed at 21:52pm

Helen Davies

Helen Davies, Chairman, Sproughton Parish Council